

## Access Blackboard

1. Go to [my.ctstate.edu](https://my.ctstate.edu).
2. Login using your **NetID** and **password**.
3. Click on the **Blackboard** link. (popup blockers need to be disabled).
4. Click on **Courses** on the left panel and then click on a **course title**. You will be brought to the course entry page.
5. To access another course, click on the X sign at the upper left corner to close the current course. Then click on another course title.

## Access College Email/Office 365

From MyCTState, you can access Office 365/college email.

Go to [my.ctstate.edu](https://my.ctstate.edu).

1. Login using your **NetID** and **password**.
2. Under College Email, click on **Office 365/Email** link.
3. The direct access to Office 365/College Email is [portal.office.com](https://portal.office.com).

## Access Library Databases

<https://mxcc.edu/library>

## NetID

Your NetID is your 8-digit Banner ID @mxcc.commmnet.edu

If your Banner ID is 12345432, then your NetID would be 12345432@mxcc.commmnet.edu.

You can look up your **NetID** at <http://supportcenter.ct.edu/netid/lookupnetid.asp>

## NetID Password\*

Your **initial** (default) NetID password is a combination of personal information:

1. 1st three characters of your birth month with the first letter CAPITALIZED
2. Ampersand character (&)
3. Last 4 digits of your social security number (SSN)

If your birth month is April and the last four-digit of your SSN is 6789 then your NetID initial password is: Apr&6789

\*-You will be required to change your password the first time you logon.

\* - **Reset Password** at <https://passwordreset.microsoftonline.com>



*For more help using MyCTState, go to [my.ctstate.edu](https://my.ctstate.edu) and click on the help links about NetID, password, etc.*

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Middletown, CT 06457  
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<https://mxcc.edu/distance>

**CT STATE**  
COMMUNITY COLLEGE  
MIDDLESEX

## Faculty Guide to



***my.ctstate.edu***

MyCTState is your connection to all things online at MxCC, including:

- Faculty Self-service for final grades, rosters, faculty schedules, course evaluation result,
- your Blackboard course sites,
- college E-mail,
- Office 365

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More information about how to use MyCTState can be found at

**[My.ctstate.edu](https://my.ctstate.edu)**

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## View/Email/Print Class Rosters

Follow these simple steps to check your **class rosters** or **email to your students**.

- Log on to **my.ctstate.edu**.
- Enter your **NetID** and **password**.
- Under Faculty Self-Service, click on **View Class Roster**.
- Under **Enrollment Count** column, click on the number of enrollment. You will see the list of students.
- Click on a student name, you will see detailed information about the student.
- To email to a student, select the student and click on the Email icon at the upper right corner.
- Click on the **Print** ion at the upper **right** corner of the page to print the class roster.
- Click on the **Export** icon at the upper right corner of the page and select Export.

## View Faculty Schedule

Follow these simple steps to check your **class schedule**.

- Log on to **my.ctstate.edu**.
- Enter your **NetID** and **password**.
- Under Faculty Self-Service, click on **Manage Active Assignments** link.
- Click on **Display** under Detail Schedule

**Faculty Detail Schedule** provides you with a list of information including registration period, the course information, instructional method, and if you click on **Classlist** link you will see your course roster.

On this class roster page, click on **Detail View** at the middle right corner, you will see detailed student information.

## Enter Final Grades/Evaluation

- Log on to **my.ctstate.edu**.
- Enter your **NetID** and **password**.
- Under Faculty Self-Service, click on **Enter Grades**.
- When **Midterm Grade** or **Final Grade** column is active, you will enter grades for students.
- Click on **Save**.

You will be logged out after 30 minutes of inactivity and will lose grades. So please be prepared to enter all grades in a timely manner.

Final grades are immediately recorded when you press the Save key. Failure to press the Save key will cause all grades to be lost.

Evaluation result is viewable on Blackboard. Once you are on Blackboard, click on Tools on the left panel. Click on **Course Evaluation & Surveys**. When the evaluation report is ready, click on **Course Evaluation Reporting** link.